

How to Locate Bilingual Services Program Prior Trainings On SPB Web site

1. **Go to:** <http://spb.ca.gov/>
2. **Select:** “Bilingual Services.”
3. **Choose:** “Information and Guidance for Governmental Agencies.”
4. **Go to:** “Bilingual Services Program Training, Resources, and Information.”
5. **Pick:** “BSP Training Classes.”
6. You have the following selection which contains all information and resources provided at these nine SPB trainings once you “**click**” on the **training name**:
 - Implementation Plan Training
 - Developing Training or Written Procedures for Public Contact Staff
 - Developing a Bilingual Services Policy
 - Translation of Documents in Compliance with the Act
 - Maximizing Your Internal Resources and Identification of Outside Tools and Resources
 - Overview of the Act
 - Developing a Complaint Process
 - Qualified Interpreters, Outside Interpreter Resources & Bilingual Pay
 - Federal Funding Requirements for Language Access